

ND.
1950s - 1960s?

PROFESSIONAL

Administrative Work

Determining number and kind of departments and scope of their work

Determining policies and methods

Initiating and carrying out new activities

Determining reports, records and statistics to be kept

Studying reports, records and statistics

Making community contacts

Making contacts with officials and higher authorities

Making surveys, lists, book reviews, etc., for books needed

Deciding on number and location of branches and other agencies

Preparing budget

Supervising expenditures

Supervising building and equipment

Preparing reports and making recommendations to governing body

Visiting book stores and publishers' displays

Personnel work

Attending book meetings

Selecting employees

Reviewing books in book meetings

Making rules and regulations governing employees

Investigating needs of schools, study clubs, etc.

Classifying employees

Statistical and other research needed to keep the book

Assigning duties

Recommending rates of pay

Supervising personnel records and free material

Supervising personnel records and free material

Supervising personnel records and free material

Supervising personnel records and free material

Conducting staff meetings

Conducting staff meetings

Making staff schedules

Making staff schedules

Making efficiency reports

Making efficiency reports

Encouraging and supervising efficiency, self improvement, welfare, etc.

Corresponding with publishers and book dealers

Administrative Work

Administrative Work

Determining number and kind of departments and scope of their work

Formulating policies and methods

Initiating and carrying out new activities

Preparing reports, records and statistics as required

Studying reports, records and statistics

Preparing committee reports

Working closely with officials and officers in various departments

Working closely with

Working on various and location of branches and other agencies

Preparing budget

Preparing expenditure

Preparing minutes and documents

Preparing reports and making recommendations to governing body

Personnel Work

Recruiting employees

Setting rules and regulations governing employees

Classifying employees

Preparing orders

Preparing rules of pay

Preparing records and reports

Conducting work meetings

Working with committees

Preparing efficiency reports

Preparing and submitting efficiency, self improvement, welfare, etc.

Book Ordering (Cont'd)

Publicity

Interviewing salesmen
Writing articles for papers and magazines
Supervising book budget records
Giving talks
Searching for order data which requires extensive knowledge
Arranging for distribution of posters, lists, etc.
Contacting community groups
Composing various publicity material

Book Selection

Reading and research necessary to keep in touch with books available

Accessioning

Checking catalogs, lists, book reviews, etc., for books needed

Cataloging and Classification

Looking up books on subjects needed
Deciding on duplication and substitution
Deciding on titles to be discarded
Passing on gifts

Examining books sent on approval

Visiting book stores and publishers' displays

Attending book meetings

Reviewing books in book meetings

Investigating needs of schools, study clubs, etc.

Statistical and other research needed to keep the book collection balanced

Physical upkeep of books, etc.

Budgeting book fund

Selecting documents, pamphlets and free material

Deciding on editions

Book Ordering

Selecting materials
Deciding on placement of orders
Arranging for suitable discounts
Corresponding with publishers and book dealers

Publicity

Writing articles for papers and magazines

Giving talks

Arranging for distribution of posters, lists, etc.

Contacting community groups

Composing various publicity material

Book Selection

Reading and research necessary to keep in touch with books available

Checking catalogs, lists, book reviews, etc., for books needed

Looking up books on subjects needed

Deciding on duplication and substitution

Deciding on titles to be discarded

Passing on gifts

Examining books sent on approval

Visiting book stores and publishers; displays

Attending book meetings

Reviewing books in book meetings

Investigating needs of schools, study clubs, etc.

Statistical and other research needed to keep the book collection balanced

Budgeting book fund

Selecting documents, pamphlets and free material

Deciding on editions

Book Ordering

Deciding on placement of orders

Arranging for suitable discounts

Corresponding with publishers and book dealers

Book Ordering (Cont'd)

Interviewing salesmen

Supervising book budget records, etc.

Searching for order data which requires extensive knowledge of library technique

Studying methods of routine to improve efficiency

Searching for out-of-print items

Planning forms and records

Following up overdue orders

Explaining use of the library to new patrons

Supervising document ordering

Work with children

Supervising the handling of exchanges and continuations

Conducting story hours

Accessioning

Conducting clubs

Supervising recording of accessions

Planning and carrying out reading projects

Cataloging and Classification

Instructing in the use of the library

Classifying books

Visiting schools

Assigning subject headings and cross references

Making contacts with groups and organizations working with

Reference work connected with classifying and cataloging

Making main entry card

Revising cards made by typists

Revising filing in card catalog

Assigning book numbers and material

Deciding on needed reclassification

Correcting errors and inconsistencies in the catalog

Physical upkeep of books, etc. files

Inspecting shelves for condition of books, pictures, etc.

Deciding whether books shall be mended, bound or discarded

Preparing specifications for binding

Selecting materials for binding

Negotiating and corresponding with bindery

here.

Book Ordering (Cont'd)

Interviewing salesmen
Supervising book budget records
Searching for order data which requires extensive knowledge
of library technique
Searching for out-of-print items
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Physical upkeep of books, etc.

Inspecting shelves for condition of books
Deciding whether books shall be mended, bound or discarded
Preparing specifications for binding
Selecting materials for binding
Negotiating and corresponding with bindery

Circulation and registration

Determining rules and regulations

Handling complaints, arguments, etc.

Supervising work of nonprofessional assistants

Studying methods of routine to improve efficiency

Planning forms and records

Explaining use of the library to new patrons

*Work with children

Conducting story hours

Conducting clubs

Planning and carrying out reading projects

Instructing in the use of the library

Visiting schools

Making contacts with groups and organizations working with children

Reference Work

Answering "ready reference" questions

Extended searching for information

Assisting patrons to find material

Making lists and bibliographies

Indexing

Organizing and maintaining various information files

Selecting and classifying maps, clippings, pictures, etc.

Examining new reference books and keeping up with new sources of information

Supervising the handling of magazine exchanges

Deciding on titles to be bought

*Activities common to other branches of library work are omitted here.

Listing and annotating outstanding articles

Circulation and registration

Determining rules and regulations
Handling complaints, arguments, etc.
Supervising work of nonprofessional assistants
Studying methods of routine to improve efficiency
Planning forms and records
Explaining use of the library to new patrons

*Work with children

Conducting story hours
Conducting clubs
Planning and carrying out reading projects
Instruction in the use of the library
Visiting schools
Making contacts with groups and organizations working with children

Reference work

Answering "ready reference" questions
Extended searching for information
Assisting patrons to find material
Making lists and bibliographies
Indexing
Organizing and maintaining various information files
Selecting and classifying maps, clippings, pictures, etc.
Examining new reference books and keeping up with new sources of information

*Activities common to other branches of library work are omitted here.

Advisory work for readers

Assisting readers to find books on subjects desired

Recommending books

Answering questions involving knowledge of books or broad general information

Preparing reading lists

Preparing reading courses

Preparing club programs

Organizing and conducting work with the R.W.A.P. courses

Writing book annotations

Giving book reviews

Indexing book review periodicals

Maintaining various files and records giving information about books

Planning book exhibits

Organizing and conducting book discussion groups

Promotion of good reading for the 'teen age

Other activities for the promotion of good reading

Work with periodicals and newspapers

Selecting newspapers and periodicals

Deciding on duplication

Placing orders

Supervising the making up of volumes for binding

Supervising the handling of magazine exchanges

Deciding on titles to be bound

Correspondence about missing numbers, errors, etc.

Listing and annotating outstanding articles

Advisory work for readers

Assisting readers to find books on subjects desired

Recommending books

Answering questions involving knowledge of books or broad general information

Preparing reading lists

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Selecting newspapers and periodicals

Deciding on duplication

Placing orders

Supervising the making up of volumes for binding

Supervising the handling of magazine exchanges

Deciding on titles to be bound

Correspondence about missing numbers, errors, etc.

Listing and annotating outstanding articles

Stations and** small county branches

Making up collections

Visiting and supervising agencies

Arranging for location of agencies

Classroom libraries

Selecting and grading books for collections

Correspondence and other contacts with teachers

Examining collections when returned

Shelf Work

Supervising shelves for order, condition of books, poor classification, etc.

Taking inventory

Miscellaneous

Attending staff meeting, conferences, etc.

Reading professional literature

Visiting libraries

Preparing reports

Maintaining bulletin boards (current events, educational Opportunities, etc.)

**Corresponding to A.L.A. definition of stations.

Source: Book entitled "Personnel Administration in Public Libraries" by Clara W. Herbert

Statistical and other data

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Statistical data

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Other data

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ARCHIBALD COX

GLEZEN LANE, WAYLAND

November 20, 1957

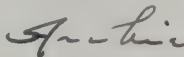
Mr. Hugh Colliton
Millbrook Road
Wayland, Massachusetts

Dear Hugh:

The time has now come around again for the Personnel Board to draw up its recommendations for the annual town meeting. If the Library Trustees wish to recommend any changes in the present wage and salary classification plan, including the wage schedules, they should be submitted to the Personnel Board as early as possible. It would be helpful to have them before our meeting on December 3, but I recognize that you may require a somewhat longer period. We shall, no doubt, be having another meeting in January, but it will not be possible to consider any proposals submitted after January 1.

With best wishes,

Sincerely yours,



Archibald Cox

AC:jp

July 15, 1953

Mrs Newton D Harris

Sudbury Road

Wayland.

Dear Mrs Harris:

The caretaker of the Wayland Public Library has always been paid on an hourly basis, his pay based on the number of hours of work the amount not to exceed thirty dollars monthly. The Library trustees in order to clarify the payment due Rescarto during his recent illness, now declares the caretaker to be on a salary of thirty dollars (\$30.00) per month. If at any time, he is unable to do his work, he will be asked to provide a substitute, at his own expense, or notify the Trustees who will engage a substitute, the substitute to receive the caretakers salary for as long as he does the caretakers work.

The Trustees and the Staff at the Library appreciate Rescarto's good work (and that of his friends!) and hope he will continue to enjoy good health and carry on his ~~work~~ duties for a long time to come.

Sincerely Yours,

Sec. to the Trustees

Law School of Harvard University

Cambridge 38, Mass.

*In the
files.*

March 22, 1954

Mr. Hugh F. Colliton
Wayland, Massachusetts

Dear Hugh:

I understand that you are either the Chairman or, if not, the most active member of the trustees of the public library.

The Selectmen have asked me to serve as Chairman of the Personnel Board constituted under the Wage and Salary Classification Plan adopted at the Town meeting on March 3, 1954.

I understand there are three librarians employed by the trustees of the public library. Would you please let me have their names and the trustees' recommendations concerning their classifications and salaries under Article II of the Plan. A considerable number of Town employees are entitled to increases as soon as the Plan is put into effect. Consequently, we are anxious to get the recommendations of the employing agencies at the earliest possible moment.

Sincerely,

Archibald Cox

March 22, 1954

Mr. Hugh F. Colliton
Weyland, Massachusetts

Dear Hugh:

I understand that you are either the Chairman or, if not, the most active member of the trustees of the public library.

The Selectmen have asked me to serve as Chairman of the Personnel Board constituted under the Wage and Salary Classification Plan adopted at the Town meeting on March 3, 1954.

I understand there are three librarians employed by the trustees of the public library. Would you please let me have their names and the trustees' recommendations concerning their classifications and salaries under Article II of the Plan. A considerable number of Town employees are entitled to increases as soon as the Plan is put into effect. Consequently, we are anxious to get the recommendations of the employing agencies at the earliest possible moment.

Sincerely,

/s/ Archibald Cox

COPY

March 25, 1954.

Mr. Archibald Cox,
Harvard University Law School,
Cambridge 38, Massachusetts.

Dear Arch:

We have one regular librarian who is being paid a salary of \$3,600. a year. She has in the main library two assistants who are working on an hourly basis. I believe that one is paid 90 cents per hour and the other is paid \$1. per hour. I don't believe that these latter people are classed as permanent employees. Perhaps your Classifications Committee might change this but so far the trustees and the employees have found the arrangement satisfactory.

In Cochituate we have a librarian who is on a permanent basis but her salary has been predicated on a \$1. an hour basis also. I believe that she is paid \$1,400. a year.

The names are as follows -

Miss Ruth Scannell, Librarian
Mrs. Enid Bentley, Assistant
Mrs. Warren E. Lincoln, Jr.
Mrs. Donald Willard - she is the
Librarian in Cochituate

Please let me know if I can be of any further service to you.

Hugh F. Colliton, Jr. for
the Trustees

COPY

April 15, 1954.

Mr. Archibald Cox,
Wayland, Massachusetts.

Dear Arch:

I didn't get your letter until last Tuesday, when I returned from a trip to the South.

At a meeting of the Library Board last night the feeling was expressed that we should draw up an outline of our past experience with our employees and what it is at present and what we expect it to be in the future. We feel that this is the only way that you and your Committee can make an intelligent approach to our problems. We hope to have this study completed within two weeks, at which time I will notify you and await your pleasure.

With kind personal regards, I am,

Sincerely

HFC/K

Hugh F. Colliton, Jr.

Law School of Harvard University

Cambridge 38, Mass.

April 1, 1954

Mr. Hugh F. Colliton, Jr.
Wayland, Massachusetts

Dear Hugh:

Thank you for your letter of March 25.

I enclose a copy of the Wage and Salary Classification Plan adopted at the last Town meeting. You will note on page 3 that there is a schedule of salaries established for the librarian depending upon the number of years which she has served in this position. From some points of view, it may be too bad to upset an arrangement satisfactory to the Trustees and Mrs. Scannell (although I understood that you were having difficulty in getting a librarian at the old figure), but under the Plan there is scarcely any alternative but to fix her salary at the rate to which she is entitled by her years of service. Under Article III, Section 2, her salary cannot be reduced if she has served less than two years. In any event the Personnel Board requires the information as to the length of time for which Mrs. Scannell has been employed and I hope that the Trustees will see fit to make a recommendation in accordance with the Plan that the Town voted. The Personnel Board has no power to act until such a recommendation is made or unless the employee files a grievance under Article VII.

I infer from your letter that Mrs. Enid Bentley should be classified as a junior librarian, part time, at a wage rate of \$1.00 an hour. In setting up the Plan it was our thought that she might qualify for the position of assistant librarian. However, we had no description of either her duties or qualifications and would of course be guided by the Trustees' recommendation.

Off hand, it would seem that the two part-time assistants in the main library should be classified as "Junior Librarian--Part time" at \$1.00 an hour. The Personnel Board intended to establish \$1.00 as a minimum rate for any Town employee except under extraordinary circumstances. If one of the assistants is a beginner, or if

REPORT
of the
COMMITTEE ON COMPENSATION
OF
TOWN EMPLOYEES



Pursuant to the Vote of the Town
under
Article 5 of the 1953 Warrant

Report of The Committee On Compensation Of Town Employees

Pursuant to the vote of the Town
under Article 5 of the 1953 warrant.

Introduction

Section 108A of Chapter 41 of the General Laws of Massachusetts authorizes a town to adopt a by-law to establish a plan classifying town positions and providing maximum and minimum compensation for the employees so classified. An increasing number of towns have adopted such by-laws; among them Natick, Concord, Wellesley, Needham and Winchester. The warrant for our own 1953 Town meeting contained an article to see whether the Town would appoint a committee to study the desirability of establishing such a plan in Wayland, and to prepare a plan, if desirable. The Town voted to establish the committee. The Selectmen named the undersigned members.

The committee has met frequently and consulted with Town officers and employees and others in a position to advise it. The committee prepared a study of the salaries and wages paid in neighboring towns and collected classification plans from comparable communities. It has also taken into account the practices and wage structures in private industry.

The committee concluded that the Town should adopt a Wage and Salary Classification Plan and therefore prepared the Plan which follows this report. The main features of the Plan and the chief reasons for adopting it are stated in the following paragraphs.

What are the chief features of the Wage and Salary Classification Plan?

The main points are:

1. A permanent Personnel Board is established. Its duties would be:
 - (a) to administer the Plan in consultation with the interested Boards and Departments;

- (b) to keep under continuous study and recommend general changes in wages and salaries and improvements in the Plan for action at Town meetings.

2. Town positions are graded into classifications according to the required education, skill, responsibility and similar factors so that employees doing like work are placed in the same classification regardless of the Department that employs them.

3. Most job classifications carry a salary range with a starting rate for new employees and step increases at the end of the first four years of service.

4. An employee may obtain reclassification to a higher rated position if his regular duties are changed because of the growth of Town business or his acquiring the skill, experience and responsibility necessary to perform the more important duties.

5. Town Boards and Departments are left free, within the limits of their budgets, to determine who to hire and how many employees to hire for work in the different classifications.

Should a Wage and Salary Classification Plan be adopted?

The committee recommends the adoption of a plan for four reasons:

1. A central Personnel Board administering a definite plan is the best assurance that employees in different Departments who do equal work will receive equal pay; and that, regardless of their Department, employees having different kinds of duties will be paid in proportion to their skill, responsibility and experience.

2. A plan guards against the danger of a single Board or Department making changes in the wages or salaries of its employees, which are desirable from its own point of view, without considering the effect on other Boards and Departments.

3. A plan protects the interest of employees through continuous systematic study of wages and salaries by an independent Personnel Board, not charged like the Finance Committee with preparing the Town budget.

4. Industrial concerns have found that similar plans resulted in fairer pay and greater satisfaction for their employees. Other towns have profited by following these business principles.

The chief argument against adoption of a plan is that the Town is getting along well enough and the adoption of the Plan might interfere with

the excellent work now being done by the Town Boards and Departments. The committee is conscious of this danger but believes that the proposed Plan will be simple to operate and allows ample flexibility for the Boards and Departments. Any possible difficulties can be ironed out by cooperation between the Personnel Board and the Departments concerned. It is certain that a plan will have to be adopted as Wayland grows larger and the number of Town employees increases. It is easier and much more satisfactory to adopt a plan today and improve it with experience than to delay until a haphazard set of wages and salaries has developed.

Should there be salary and wage increases this year?

The cost of living has not increased significantly since the last Town meeting. Apparently there have been few wage increases for municipal employees. Industrial wages have risen but it is clear that they are leveling off. These are strong grounds for not granting a general increase this year. Nevertheless, the committee believes that increases are warranted in almost every case in order that Wayland should not be stingy in compensating Town employees. Adoption of the Plan would increase the general level of salaries about \$100 a year and the basic wage rate about five cents an hour.

What will be the effect of the Plan on present Town employees?

No employee will have his pay reduced. Present employees will be fitted into the job classifications with credit for prior years of service. Individual employees will receive the increases necessary to establish a more equitable wage structure. In the Highway Department, for example, the hourly rate of all truck drivers is increased to \$1.40 an hour while the men who operate such heavy and expensive equipment as the grader and large bulldozer will be increased to \$1.50. Regular Water Department employees will receive \$1.40. Clerical workers in the Town Hall probably should be classified in the Senior Clerk and Junior Clerk grades.

What will be the effect on new employees?

Most new employees will be hired at the minimum for their classification and receive annual increases each year for four years, if their work improves in normal fashion.

Conclusion

In studying the work done by the Town employees the committee reached certain additional conclusions not strictly related to compensation

which it deems important to emphasize. At the present time many of the records of Town Departments are scattered all over the community and much of the work is done at home. We have no fault to find with the quality of the work but the lack of organization is inefficient and also makes it difficult for persons having business with Town officers and employees to transact their business. The committee deems it to be of the utmost importance that all Town records be maintained in a central location and that all possible work be done there. An executive officer in the Town Hall who would coordinate Town work under the direction of the different Boards and Departments would provide better organization and supervision and be a convenience to the public. The committee therefore suggests that the following measures ought to be carefully considered:

1. Providing the physical space necessary to bring all Town work into a central location where records would be maintained and the work done by full-time employees.

2. A full-time officer should be appointed at an adequate salary to serve as a point of contact with the public, to supervise work in the Town Hall, to act as executive secretary to all Town Boards and Commissions, and to discharge such other duties as might be assigned by the Town Boards and Departments.

The Wage and Salary Classification Plan that follows is the result of careful study. It appears to be suited to the present needs of Wayland without being too complicated. If it is adopted, Town employees will receive compensation suitable for a town of Wayland's size but which compares favorably with wages and salaries in neighboring towns. Although no one knows better than the committee that its Plan can be greatly improved with experience and further study, we sincerely believe that adoption of the Plan would be in the public interest.

Respectfully submitted,

DOMINIC ANZIVINO
JOHN A. BROWNELL
JOHN SIMONI
ARCHIBALD COX, *Chairman*

(Edward Veno, the fifth member of the committee, was away when the report was prepared and therefore had no opportunity to study it. The committee was greatly aided by his participation in earlier meetings.)

WAGE AND SALARY CLASSIFICATION PLAN TOWN OF WAYLAND, MASSACHUSETTS



ARTICLE I

PERSONNEL BOARD

SECTION 1. There shall be a Personnel Board of five members appointed by the Selectmen, who shall have power to fill vacancies. In the beginning one member shall be appointed for one year, a second member for two years, a third for three years, a fourth for four years, and a fifth for five years. Thereafter each member shall be appointed for a term of five years. No member of the Personnel Board shall be an employee of the Town or hold Town office. Members of the Personnel Board shall serve without compensation.

SECTION 2. The Personnel Board shall have the following powers and duties —

- (a) to administer this Wage and Salary Classification Plan (hereafter called "Plan") in cooperation with the Town Boards and Departments affected;
- (b) to establish such central personnel files for all employees as it deems useful in the administration of the Plan; and
- (c) to review the operation of the Plan annually, including minimum and maximum wage and salary brackets, and recommend to the Town any appropriate changes.

In the case of any dispute concerning the interpretation or administration of the Plan the decision of the Personnel Board shall be final subject to an appeal to the Town at the next Town meeting.

SECTION 3. The Personnel Board shall meet as often as necessary to consider such business as may be presented by Town officials, Town employees or other interested persons, but not less often than quarterly. Three members of the Board shall constitute a quorum and all action shall be taken by a majority of the members present at a Board meeting; *provided* that the Board may delegate to the chairman power to act at any time on routine matters at the request of the employing agency, subject to appeal to the full Board.

ARTICLE II

JOB CLASSIFICATIONS — SALARY OR WAGE BRACKETS

SECTION 1. The positions of all Town employees, except as herein-after provided, are classified under the following job titles with the minimum and maximum wage or salary rates set forth:

SCHEDULE OF SALARIES AND WAGE RATES FOR CLASSIFIED POSITIONS

Position	Min.	1 yr. After	2 yrs. After	3 yrs. After	4 yrs. After	Max. Merit
<i>Administrative and Clerical — All Departments</i>						
Accountant	\$3000	\$3100	\$3200	\$3300	\$3400	\$3500
Sec'y — Principal Clerk	2600	2700	2800	2900	3000	3100
Senior Clerk	2200	2300	2400	2500	2600	2700
Junior Clerk	1800	1880	1960	2040	2120	2200
Junior Clerk — Part time	\$1.00 an hour					
<i>Public Safety</i>						
Police Chief	\$3900	\$4020	\$4140	\$4260	\$4380	\$4500
First Officer	3300	3420	3540	3660	3780	3900
Call Men — Police	\$1.50 an hour					
Call Men — Fire	1.50 an hour					
Inspection — Bldg., Wire, Oil Burner (Part-time employ- ment)	2325	2415	2505	2595	2685	2775
<i>Public Health and Welfare</i>						
School Nurse	\$2600	\$2700	\$2800	\$2900	\$3000	\$3100
<i>Recreation</i>						
Librarian	\$3400	\$3520	\$3640	3760	\$3880	\$4000
Ass't Librarian	2500	2600	2700	2800	2900	3000
Junior Librarian	1800	1880	1960	2040	2120	2200
Junior Librarian — Part time	\$1.00 an hour					

Public Works

Highway Sup't	\$4400	\$4520	\$4640	\$4760	\$4880	\$5000
Water Sup't	4400	4520	4640	4760	4880	5000
Park Sup't	3000	3120	3240	3360	3480	3600
Cemetery and Moth Control	3100	3220	3340	3460	3580	3700
Second Man — Hwy.	3300	3420	3540	3660	3780	3900
Second Man — Water	3300	3420	3540	3660	3780	3900
Heavy Equipment Operator and Laborer (includes only such equipment as heavy roller, grader, and large bulldozer)	\$1.50 and hour					
Equipment Operator and La- borer (includes all truck drivers, most regular Water Dept. employees, and other operators of automotive equipment exercising skill and responsibility)	1.40 an hour					
Laborer-Regular (also in- cludes operators of such very light equipment as hand or power lawn mow- ers, sidewalk sweepers, etc.)	1.30 an hour					
Laborer-Probationary (first 90 days)	1.15 an hour					
Laborer-Casual or part time	1.15 an hour					

SECTION 2 The Personnel Board may prepare such additional job descriptions to supplement the foregoing job titles as it deems desirable.

SECTION 3. If it becomes necessary during any year for any employ-
ing agency of the Town to hire a regular employee to do work not covered
by an existing classification, the Personnel Board may establish a tempo-
rary new classification but the the same shall be submitted to the Town as
a proposed amendment to the Plan in the next warrant for a regular Town
meeting.

SECTION 4. Upon request of an employing agency the Personnel Board is authorized, for cause shown, to convert an hourly rate shown in the foregoing schedule into a salary or a salary into an hourly rate, *provided* that no change shall be made which will increase or reduce the average earnings of any employee.

SECTION 5. The wages and salaries of Town employees shall be fixed in strict accordance with this Plan. No Town Board, Commission, Committee, Department, official or employee (herein sometimes referred to as an "employing agency") shall pay or employ any person a salary or wage not fixed in accordance with this Plan and approved by the Personnel Board hereunder.

ARTICLE III

SECTION 1. Every present Town employee not exempted by Article VIII, Section 1, shall be placed in the appropriate job classification and assigned the appropriate salary or wage rate immediately after this Plan becomes effective in the following manner:

- (a) Each employing agency shall review the status of all its employees and prepare a recommendation to the Personnel Board tentatively assigning each employee to the appropriate classification and indicating the rate within any salary bracket to which his years of service entitle him.
- (b) The Personnel Board shall immediately consider such recommendations and approve those which conform to the Plan. Any recommendation which the Personnel Board finds not in accordance with the Plan may be modified after consultation with the employing agency and the classification determined by the Personnel Board shall be made effective.
- (c) Town employees shall receive their present rates of compensation until classified and assigned a salary or wage rate in accordance with this Article. When the classification has been approved by the Personnel Board, the salary or wage rate indicated shall be paid retroactive to January 1, 1954.

SECTION 2. No present Town employee shall have his salary or wage rate reduced as a result of the adoption of this Plan. If any employee is receiving a salary or wage rate exceeding the maximum rate for his classification, he shall continue to receive his present rate as a personal rate so long as he holds the job — unless a general adjustment is voted in

Town meeting. No employee hired during the calendar year 1953 under an agreement calling for a specified increase during the calendar year 1954 shall be paid less than the wage or salary agreed upon.

SECTION 3. No present Town employee shall receive an immediate wage or salary increase amounting to more than \$200 for the calendar year 1954 as a result of the adoption of this Plan; *provided* that the Personnel Board may waive the provisions of this section in the case of present hourly rated employees where necessary to achieve the type of rate structure contemplated by Article II. After January 1, 1955, all employees affected by this \$200 limitation shall be paid the full wage or salary shown in Article II according to their classifications and years of service.

SECTION 4. Any employee who believes that he has not been properly classified under the Plan may complain to the Personnel Board by filing a grievance under Article VII.

ARTICLE IV

NEW EMPLOYEES — RECLASSIFICATION

SECTION 1. An individual newly hired by the Town or permanently transferred from one job to another shall be paid the minimum salary or wage rate for his classification except as hereinafter provided. The appointing agency shall report all transfers and, so as practicable, all proposed hirings to the Personnel Board in advance of appointment for approval of the employee's classification and salary or wage rate. When prior consultation is impractical, the appointing agency may hire an individual subject to review of his classification and salary or wage rate by the Personnel Board. The Personnel Board shall have no power to limit the number of employees hired or determine the kinds of work to be done or services to be performed by any employing agency of the Town.

SECTION 2. Where in the judgment of the Personnel Board and the employing agency, unfairness would otherwise result, a Town employee assigned to work of a different classification for a temporary but substantial period, (not less than fifteen consecutive working days), shall be paid the minimum rate for that classification for as long as he does such work.

SECTION 3. The duties of any employee may be reviewed by an employing agency upon request of the employee or its own initiative. If it appears to the employing agency that such employee belongs in a higher

job classification because of changes in the nature of his duties, the employing agency may recommend his reclassification to the Personnel Board, which shall then review the facts and approve or deny the proposed reclassification. A reclassified employee shall be paid as an employee newly hired or transferred to the job as of the date the reclassification is approved.

SECTION 4. Where the Personnel Board finds that a qualified worker is not otherwise available for a job in the employ of the Town or serious unfairness would result, a new employee may be hired above the minimum for the bracket by crediting him with his experience in comparable jobs for other employers.

SECTION 5. Where an employee is to be hired or transferred to a skilled or semi-skilled hourly rated job on a trial basis, the employing agency may, with the approval of the Personnel Board, hire him at a rate ten cents an hour below the rate fixed by Article II, for a period not exceeding 120 days.

ARTICLE V

INCREASES WITHIN ESTABLISHED RATE RANGES

SECTION 1. After each of his first four years of service in a job classification (but beginning after the next payroll period) a salaried employee shall be eligible for the step increase shown in the Schedule of Salary and Wage Rates. Step increases will be granted only upon written recommendation of the employing agency with the approval of the Personnel Board.

The intent of this provision of the Plan is to enable the Town to reward good and faithful service. It is contemplated that such increases will normally be granted but increases will be withheld in any case where the employee has not progressed rapidly enough to merit the increase set forth in the schedule. In putting the Plan into effect under Article III present Town employees will be given credit for prior years of service in their present positions.

SECTION 2. The final step increase shown in the Schedule of Salaries and Wage Rates is reserved for recognition of special merit shown by employees of more than five years service. Such an increase will not be granted merely for length of service or normal attention to duties but is reserved for extraordinary cases.

ARTICLE VI

EMERGENCY WORK

SECTION 1. An hourly rated employee (other than a police or fire department call man) required to work between 10 P. M. and 6 A. M. because of an emergency outside his regular working hours shall be paid a premium of ten cents an hour in addition to his regular rate of pay.

ARTICLE VII

GRIEVANCE PROCEDURE

SECTION 1. Any employee who feels aggrieved by the administration of any provision of this Plan may take the matter up with his immediate supervisor.

SECTION 2. If the matter is not cleared up following a discussion with the immediate supervisor, the employee may submit his complaint to the employing agency in writing, which shall then give the employee an informal hearing and attempt to reach a mutually satisfactory adjustment.

SECTION 3. If the matter is not satisfactorily settled within two weeks after a written complaint is made, either party may submit the question to the Personnel Board. The Personnel Board shall take the matter under advisement, may hold a public or private hearing and shall render a final and binding decision within thirty days.

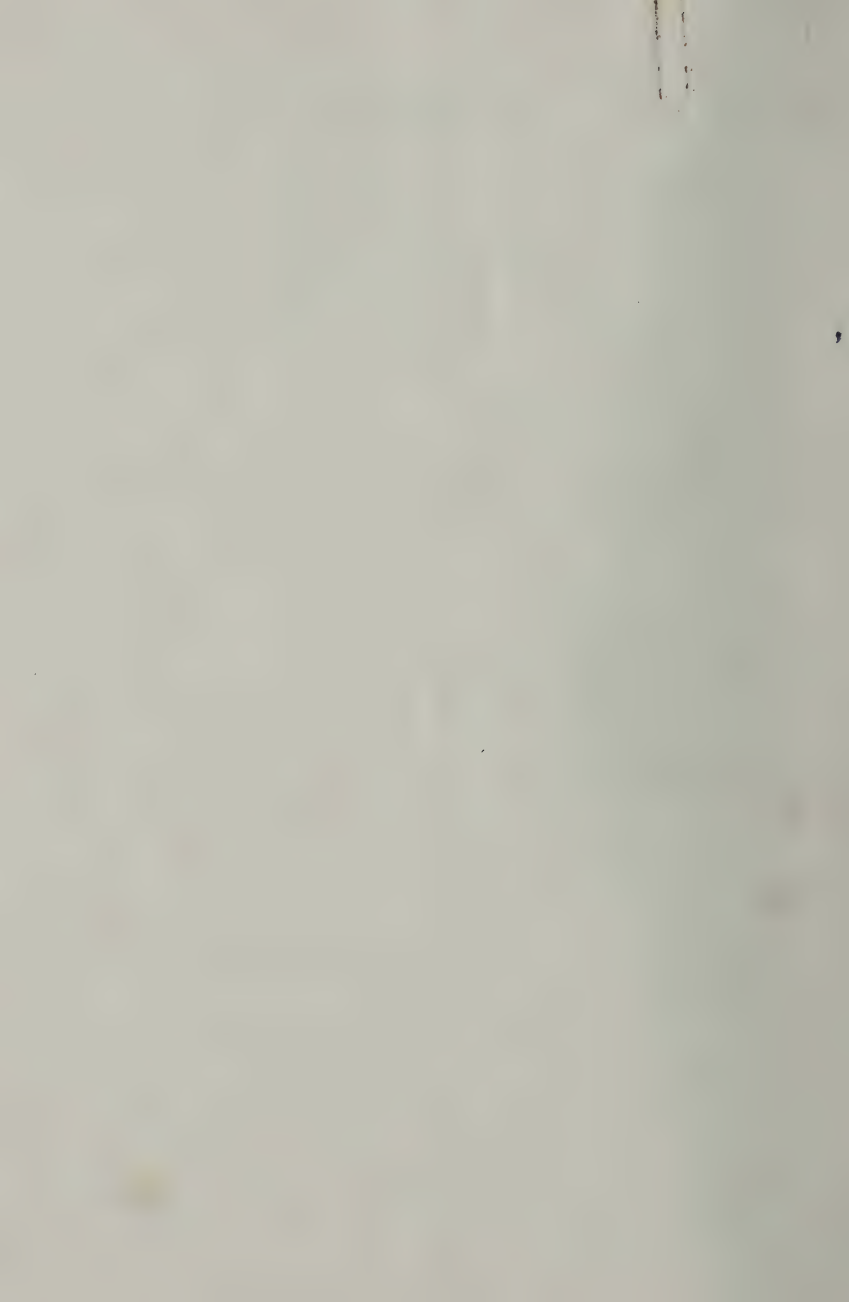
ARTICLE VIII

EXEMPTIONS

SECTION 1. No provision of this Plan shall apply to the official duties of any elected Town officer, to any fire department officer other than call men, to any employee of the School Committee unless brought under the Plan by the Personnel Board upon request of the School Committee nor to any of the following work or positions while performed on a part-time basis:

Secretary to Selectmen
Registrars — Clerical work
Cemetery Department — Clerk
Park Department — Clerical

Highway Department — Clerk
Planning Board clerical assistance
Fire station janitors
Town Hall janitor
Library janitors
Election Wardens
Election Officers and Tellers
Registrars — Listing
Milk Inspection
Inspector of Animals
Veteran's Agent



November 4, 1954

Mr. Hugh F. Colliton, Jr.
Wayland
Massachusetts

Dear Hugh:

I am writing this letter on behalf of the Personnel Board to you as the Chairman of the Library Trustees. I enclose two extra copies which may be useful to some of the other members.

The Wage and Salary Classification Plan adopted at the last Town meeting directs the Personnel Board--

to review the operation of the Plan annually, including minimum and maximum wage and salary brackets, and recommend to the Town any appropriate changes.

Accordingly, the Personnel Board is beginning its annual review of the compensation of Town employees. The work must be done early enough to permit preparing articles for the warrant for the Town meeting as well as consultation with the Finance Committee.

In view of our last meeting it seems plain that you will wish to make recommendations with respect to the wage brackets for a librarian and for pages not qualified to receive the minimum rate of \$1.00. We would like to hold amendments to a minimum this year but there may be other changes in classifications or wages that the Trustees would like to suggest.

To get the work under way we are requesting all Town Boards and Commissions to submit any recommendations in writing by November 25. We are having our next meeting on Wednesday, December 1, in Ed Veno's office on State Road West. I assume that the Trustees would like to meet with the Personnel Board in order to discuss their recommendations. In order to avoid keeping people waiting, I suggest that you telephone me sometime shortly before December 1 so that I may give you a rough idea of our schedule for the evening.

Also, if it would help for two or three of us to have a preliminary discussion, I am at your convenience.

With best wishes.

Sincerely,

/s/ Archibald Cox

Personnel Board of the Town of Wayland

The following classification and pay plan would seem to be one which should fit the pattern of library services and activities in Wayland. Such a salary scale for the head librarian should put the town in a position to recruit a professionally trained librarian with a few years of progressive library experience. The classification designated as Children's Librarian might also be considered as an assistant in that she would probably assume command if the chief librarian were absent because of vacation, illness, etc. Then there could be recruited someone with a good academic background. Such a person, however, would necessarily have a background of special training in the field of working with children and young people. With two such classifications we would then be able to recruit someone with a good academic background who could serve as a general assistant. This person, if needed, would be able to do desk work and reference work for adults and might even assist with the children's work in an emergency. The above would take care of the main librarian.

We must also have a branch librarian and this person, while not at the moment professionally trained, must be a person of extremely attractive personality and a substantial academic background, because the duties are such as to require a keen mind and an attractive personality. Therefore, we would have the following four classifications -

Assistant Librarian

\$1,900. to \$2,400.

Part Time assistants would be paid a Minimum of \$1. an hour
and the maximum, depending upon a specialist if
available, of \$1.25 an hour.

High School students who serve as pages, bookshelvers, etc.
\$1. to 55 cents an hour

Law School of Harvard University

Cambridge 38, Mass.

December 15, 1954

Mr. Hugh F. Colliton, Jr.
Wayland
Massachusetts

Dear Hugh:

This will confirm my telephone call on December 2 informing you that the Personnel Board had voted to approve, pursuant to Article IV, Section 4, of the Plan, the employment of Miss Marjorie Ferris at an annual salary of \$3880 in the position of Librarian.

I hope that you will press Mrs. Morgan and the other Trustees in the work of putting together job descriptions and supporting data so that we may carry through the work of establishing proper job classifications and salary ranges for library positions. If you are all ready, perhaps we may get together in the very near future. The last possible dates will be sometime during the week between Christmas and New Years.

I have submitted to the Selectmen an article for the Town warrant broad enough to cover whatever changes the Trustees and Personnel Board may agree upon.

Sincerely,

A. - Lincoln Cox

Wm Wright

Sally Edgar

Arthur Dyer

Frank Hart

Alice Cooper

Jane McPartey

George McPartey

Bill Bone

ARCHIBALD COX
GLEZEN LANE, WAYLAND

May 13, 1957

Mr. Hugh F. Colliton, Jr.
Trustees of the Public Library
Wayland, Massachusetts
Dear Hugh,

The Personnel Board has now voted to approve a
4-week vacation with pay for the Librarian on the ground that
this is the custom for their professional group

With best personal wishes.

Sincerely,

Archibald Cox

The year was a busy one for the Trustees. Of course we have had the regular monthly meetings as usual but in addition a number of extra meetings were necessary because of changes in personnel and the construction and furnishing of the Cochituate Branch.

The resignation of Mrs. John Busser was regretfully accepted after her three years of conscientious effort as head librarian. We were fortunate indeed in having had Mrs. Frank Bentley and Mrs. R. F. Lincoln as assistants to Mrs. Busser because they were available to carry on until such time as a new librarian was selected. We are indebted to these women for the splendid manner in which they conducted the library's affairs during this period.

As a librarian to succeed Mrs. Busser we have selected Miss Ruth Scannell of Canton, Mass. While Miss Scannell's background has been, for the most part, as a school teacher in Massachusetts, New York and California, her experience as such leads us to believe that she should make a competent librarian.

In Cochituate we were affected by the resignation, for personal reasons, of Mrs. Daniel Harmon after eighteen months of extremely competent service. We have found a worthy successor to Mrs. Harmon in the person of Mrs. Donald E. Willard who has performed very capably during the difficult transition period. We are pleased that Mrs. Harmon is again available for substitute work in the library system.

The entire library staff has been extremely loyal and to them we extend our sincere thanks and appreciation.

December 21, 1953.

The year was a busy one for the Trustees. Of course we have had the regular monthly meetings as usual but in addition a number of extra meetings were necessary because of changes in personnel and the construction and furnishing of the Cochituate Branch.

The resignation of Mrs. John Busser was regretfully accepted after her three years of conscientious effort as head librarian. We were fortunate indeed in having had Mrs. Frank Bentley and Mrs. R. F. Lincoln as assistants to Mrs. Busser because they were available to carry on until such time as a new librarian was selected. We are indebted to these women for the splendid manner in which they conducted the library's affairs during this period.

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December 21, 1953.

The first part of the report is a general statement of the purpose and scope of the study. It is followed by a description of the methods used in the investigation. The results of the study are then presented in a series of tables and figures. The final part of the report is a discussion of the results and a conclusion.

The second part of the report is a detailed description of the methods used in the investigation. This includes a description of the subjects, the apparatus, and the procedures used in the study.

The third part of the report is a presentation of the results of the study. This is done in a series of tables and figures. The tables show the mean values and standard deviations for each of the variables measured. The figures show the relationship between the variables.

The fourth part of the report is a discussion of the results and a conclusion. This part discusses the implications of the results and compares them with the results of other studies.

Wm. H. H. H.

For the files

December 9, 1959

Mr. Douglas Surgenor
Wayland
Massachusetts

Dear Doug:

Tony Morgan is going to represent the Library board on the new liaison committee and I believe that by this time she will have notified Eleanore Benjamin.

Sincerely,

Hugh F. Colliton, Jr.

HFC/cmh



The Commonwealth of Massachusetts

Department of Education

Division of Library Extension

200 Newbury Street, Boston 16

July 26, 1961

Miss Marjorie Ferris, Librarian
Wayland Public Library
Wayland, Massachusetts

Dear Miss Ferris:

As you may know, Mrs. Galick, the Director of this Division, handles our placement referral service. Hence, I have talked with only three of the persons listed on the attached sheet (Mrs. Bergeron, Mrs. Pritchard, and Miss Cramer). Although Mrs. Bergeron and Mrs. Pritchard are not college graduates, personality and/or experience would offset this lack in making them good assistants. Mrs. Pritchard has written children's stories, some of which have been published. Her interest in children, therefore, would contribute to her qualifications for position of branch librarian.

I hope that you will be successful in obtaining a candidate for this list. Until the Division hears to the contrary, Mrs. Galick will list the vacancy on your staff.

Sincerely yours,

A handwritten signature in cursive script, appearing to read "Alice M. Cahill".

Alice M. Cahill
Assistant Director

AMC:h

WAGE AND SALARY CLASSIFICATION PLAN

TOWN OF WAYLAND, MASSACHUSETTS

(Effective March 16, 1964)

ARTICLE I

PERSONNEL BOARD

SECTION 1. There shall be a Personnel Board of five members appointed by the Selectmen, who shall have power to fill vacancies. The term of appointment shall be for five years except where the appointment is to fill a vacancy, and then it shall be to fill the unexpired term. No member of the Personnel Board shall be an employee of the Town or hold Town office. Members of the Personnel Board shall serve without compensation.

SECTION 2. The Personnel Board shall have the following powers and duties--

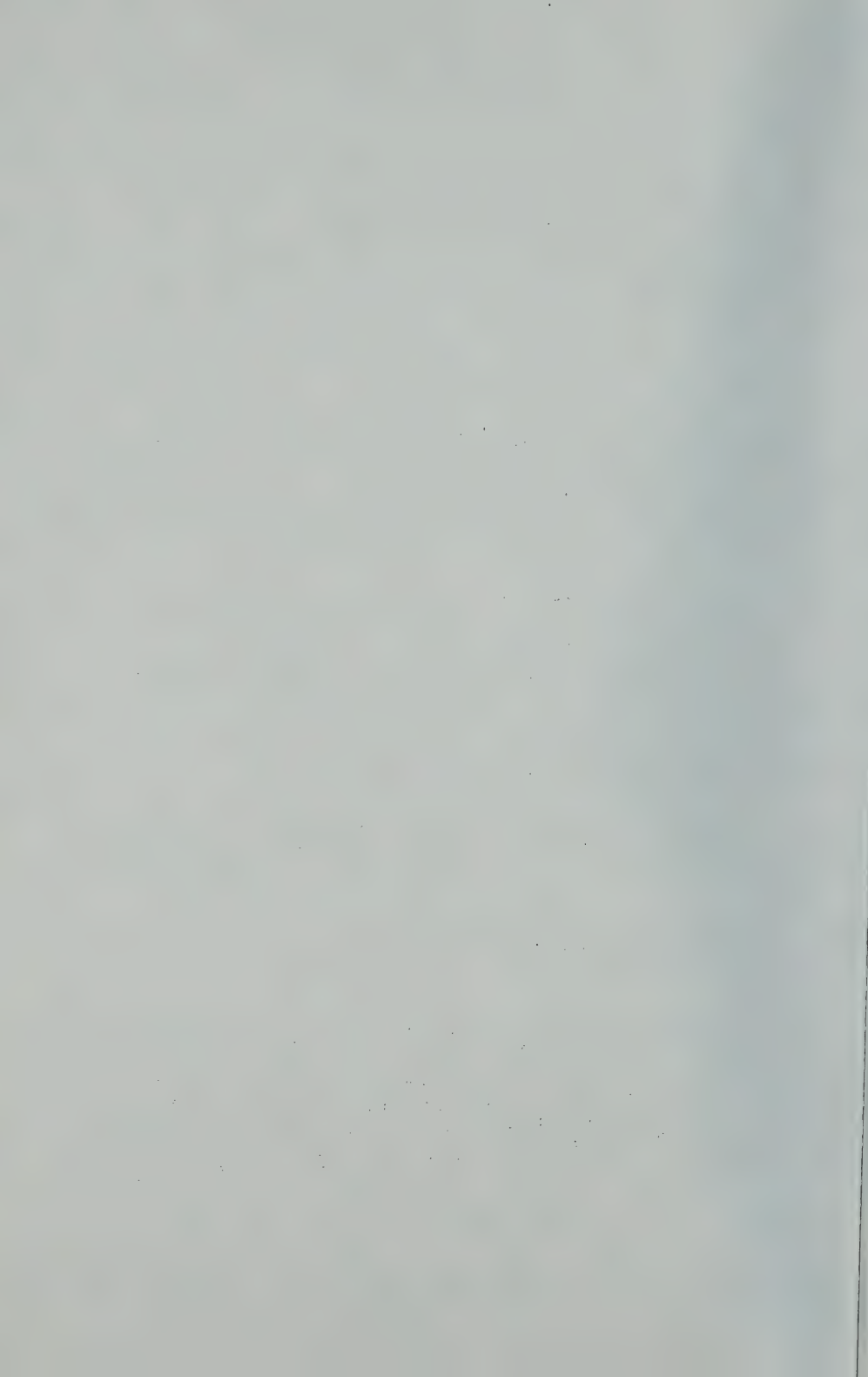
- (a) to administer this Wage and Salary Classification Plan (hereafter called "Plan") in cooperation with the Town Boards and Departments affected;
- (b) to establish such central personnel files for all employees as it deems useful in the administration of the Plan; and
- (c) to review the operation of the Plan annually, including minimum and maximum wage and salary brackets, and recommend to the Town any appropriate changes.

In the case of any dispute concerning the interpretation or administration of the Plan, the decision of the Personnel Board shall be final subject to an appeal to the Town at the next Town Meeting.

SECTION 3. The Personnel Board shall meet as often as necessary to consider such business as may be presented by Town Officials, Town Employees, or other interested persons, but not less often than quarterly. Three members of the Board shall constitute a quorum and all action shall be taken by a majority of the members present at a Board Meeting; provided that the Board may delegate to the Chairman, power to act at any time on routine matters at the request of the employing agency, subject to appeal to the full Board.

ARTICLE II

SECTION 1. The positions of all Town Employees, except as hereinafter provided, are classified under the following job titles with the minimum and maximum wage or salary rates set forth:



SCHEDULE OF SALARIES & WAGE RATES

FOR CLASSIFIED POSITIONS

<u>POSITION</u>	<u>Min.</u>	<u>1 Year After</u>	<u>2 Years After</u>	<u>3 Years After</u>	<u>4 Years After</u>	<u>5 Years After</u>
<u>Administrative and Clerical--All Departments</u>						
Executive Secretary	\$9,541.00	\$10,090.00	\$10,638.00	\$11,186.00	\$11,734.00	\$12,282.00
Accountant--Office Manager	5,481.00	5,644.00	5,806.00	5,969.00	6,131.00	6,293.00
Principal Clerk	4,111.00	4,243.00	4,375.00	4,507.00	4,639.00	4,771.00
Senior Clerk	3,604.00	3,736.00	3,868.00	4,000.00	4,132.00	4,263.00
Machine Room Clerk	3,401.00	3,512.00	3,624.00	3,736.00	3,847.00	3,959.00
Switchboard Operator	3,401.00	3,512.00	3,624.00	3,736.00	3,847.00	3,959.00
Junior Clerk	3,096.00	3,208.00	3,319.00	3,431.00	3,543.00	\$ 654.00
<u>Public Health</u>						
Reg. Prof. Nurse	4,477.00	4,609.00	4,751.00	4,893.00	5,035.00	5,177.00
Public Health Nurse #1	4,842.00	4,974.00	5,116.00	5,258.00	5,400.00	5,542.00
Public Health Nurse #2	5,512.00	5,613.00	5,715.00	5,816.00	5,918.00	6,019.00
Sr. Public Health Nurse	5,918.00	6,070.00	6,222.00	6,375.00	6,527.00	6,679.00
Board of Health-- Insp. Agent (P. T.)	\$2.39 (hr.)					

POSITION

Min.

1 Year
After

2 Years
After

3 Years
After

4 Years
After

5 Years
After

Public Safety

Police Chief \$7,308.00

\$7,491.00

\$7,674.00

\$7,857.00

\$8,039.00

\$8,222.00

Police Sergeant 5,786.00

5,948.00

6,111.00

6,273.00

6,436.00

6,598.00

Patrolman 5,025.00

5,177.00

5,329.00

5,481.00

5,634.00

5,786.00

Fire Chief 7,308.00

7,491.00

7,674.00

7,857.00

8,039.00

8,222.00

Fire Captain 5,786.00

5,948.00

6,111.00

6,273.00

6,436.00

6,598.00

Fireman 5,025.00

5,177.00

5,329.00

5,481.00

5,634.00

5,786.00

Fireman--Electrician 5,431.00

5,583.00

5,735.00

5,887.00

6,040.00

6,192.00

Fireman--Mechanic 5,431.00

5,583.00

5,735.00

5,887.00

6,040.00

6,192.00

Insp.-Bldg. & Wire 5,887.00

6,050.00

6,212.00

6,375.00

6,537.00

6,699.00

Call Man-Police \$2.26 (hr.)

Call Man--Fire \$2.26 (hr.)

Policewoman \$118.93 (mo.)

Library

Librarian \$6,090.00

\$6,253.00

\$6,415.00

\$6,578.00

\$6,740.00

\$6,902.00

Prof. Librarian 5,126.00

5,278.00

5,431.00

5,583.00

5,735.00

5,887.00

Library Assistant 3,705.00

3,837.00

3,969.00

4,101.00

4,233.00

4,365.00

Library Assistant (P.T.) \$1.75 - \$2.39 (hr.)

Library Page (P.T.) .97 (hr.)

XERO
COPY

XERO
COPY

XERO
COPY

<u>POSITION</u>	<u>Min.</u>	<u>1 Year After</u>	<u>2 Years After</u>	<u>3 Years After</u>	<u>4 Years After</u>	<u>5 Years After</u>
Highway Supt.	\$7,613.00	\$7,796.00	\$7,978.00	\$8,161.00	\$8,344.00	\$8,526.00
Asst. Hwy Supt.	6,750.00	6,923.00	7,095.00	7,268.00	7,440.00	7,613.00
Water Supt.	7,156.00	7,329.00	7,501.00	7,674.00	7,846.00	8,019.00
Cemetery Supt.	5,786.00	5,948.00	6,111.00	6,273.00	6,436.00	6,598.00
Park Superintendent	5,025.00	5,177.00	5,329.00	5,481.00	5,634.00	5,786.00
Working Foreman (Water)	5,329.00	5,481.00	5,634.00	5,786.00	5,938.00	6,090.00
	5,126.00	5,278.00	5,431.00	5,583.00	5,735.00	5,887.00
Water Maint. Man						
Town Engineer	7,613.00	7,796.00	7,978.00	8,161.00	8,344.00	8,526.00
Heavy Equip. Opr. & Wkg. Foreman Hwy	\$ 2.36	\$2.46	\$2.56			
Heavy Equip. Operator	2.19	2.29	2.39			
Equip. Operator	2.03	2.14	2.24			
Meter Reader & Repair- man	2.03	2.14	2.24			
Laborer	1.88	1.98	2.09			
Laborer- Probationary	1.88					
Laborer--Casual or P.T.	1.88					

SECTION. 2 The Personnel Board may prepare such additional job descriptions to supplement the foregoing job titles as it deems desirable.

SECTION 3. If it becomes necessary during any year for any employing agency of the Town to hire a regular employee to do work not covered by an existing classification, the Personnel Board may establish a temporary new classification but the same shall be submitted to the Town as a proposed amendment to the Plan in the next warrant for a regular Town Meeting.

SECTION 4. Upon request of an employing agency the Personnel Board is authorized for cause shown, to convert an hourly rate shown in the foregoing schedule into a salary or a salary into an hourly rate, provided that no change shall be made which will increase or reduce the average earnings of any employee.

SECTION 5. The wages and salaries of Town employees, shall be fixed in strict accordance with this Plan. No Town Board, Commission, Committee, Department, Official or Employee (herein sometimes referred to as an "employing agency") shall pay or employ any person a salary or wage not fixed in accordance with this Plan and approved by the Personnel Board hereunder.

ARTICLE III.

HOURS OF WORK

SECTION I. The regular work week for office and clerical employees shall be 35 hours, Monday through Friday. The regular work week for Firemen shall be 56 hours. The regular work week for all other Town Employees shall be 44 hours.

SECTION 2. Any salaried employee required to work overtime in any week shall be given compensatory time off, if practicable, and as soon as practicable. If it is impossible to allow compensatory time off without unduly interfering with the work of the department, the employee shall be compensated for overtime work at an hourly rate equivalent to the employee's annual salary except that firemen employed on an annual salary basis and also serving as a "Call Fireman" shall be paid when employed as a "Call Fireman" at the Call Fireman's hourly rate of pay, and when serving as Call Firemen on night duty at "Call Men--Night Duty" annual rate of pay.

SECTION 3. Time spent by Water Department Employees on call or tending pumps on weekends, or on a holiday listed in Article V-B, shall not be counted as part of the regular work week. A single Water Department Employee who is detailed to be on call and/or tend the pumps on a weekend, or on a holiday listed in Article V-B, shall be compensated for time so spent at 50 per cent of his regular hourly rate.

SECTION 4. Nothing in this article shall apply to the head of any department or to nurses employed by the Board of Health.

ARTICLE IV.

NEW EMPLOYEES--RECLASSIFICATION

SECTION 1. An individual newly hired by the Town or permanently transferred from one job to another shall be paid the minimum salary or wage rate for his classification except as hereinafter provided. The appointing agency shall report all transfers and, so far as practicable, all proposed hirings to the Personnel Board in advance of appointment for approval of the employee's classification and salary or wage rate. When prior consultation is impractical, the appointing agency may hire an individual subject to review of his classification and salary or wage rate by the Personnel Board. The Personnel Board shall have no power to limit the number of employees hired or determine the kinds of work to be done or services to be performed by any employing agency of the Town.

SECTION 2. Where in the judgment of the Personnel Board and the employing agency, unfairness would otherwise result, a Town employee assigned to work of a different classification for a temporary but substantial period, (not less than fifteen consecutive working days), shall be paid the minimum rate for that classification for as long as he does such work.

SECTION 3. The duties of any employee may be reviewed by an employing agency upon request of the employee or its own initiative. If it appears to the employing agency that such employee belongs in a higher job classification because of changes in the nature of his duties, the employing agency may recommend his re-classification to the Personnel Board, which shall then review the facts and approve or deny the proposed re-classification. A re-classified employee shall be paid as an employee newly hired or transferred to the job as of the date the re-classification is approved.

SECTION 4. Where the Personnel Board finds that a qualified worker is not otherwise available for a job in the employ of the Town or serious unfairness would result, a new employee may be hired above the minimum for the bracket by crediting him with his experience in comparable jobs for other employers.

SECTION 5. Any employee who is promoted to a higher job classification, will receive at least one periodic step increase under the classification at the time of promotion.

ARTICLE V.

INCREASES WITHIN ESTABLISHED RATE RANGES

SECTION 1. After each of his first five years of service in a job classification (but beginning after the next payroll period) a salaried employee shall be eligible for the step increase shown in the Schedule of Salary and Wage Rates. After each of his first two years of service in a job classification (but beginning after the next payroll period) an hourly employee shall be eligible for the step increase shown in the Schedule of Salary and Wage Rates. Step increases will be granted only upon written recommendation of the employing agency with the approval of the Personnel Board.

The intent of this provision of the Plan is to enable the Town to reward good and faithful service. It is contemplated that such increases will normally be granted but increases will be withheld in any case where the employee has not progressed rapidly enough to merit the increase set forth in the schedule.

ARTICLE V-A

VACATIONS

SECTION 1. (a) All permanent employees who have been in the service of the Town for six months prior to June 1 of any vacation year shall be entitled to one week annual vacation with pay.

(b) All permanent employees who have been in the service of the Town for one year prior to June 1 of any vacation year shall be entitled to two weeks annual vacation with pay.

(c) All permanent employees who have been in the service of the Town for ten years prior to June 1 of any vacation year shall be entitled to three weeks annual vacation with pay.

(d) All permanent employees who have been in the service of the Town for twenty years prior to June 1 of any vacation year shall be entitled to four weeks annual vacation with pay.

SECTION 2. Details of vacation practices and the computation of vacation pay shall be worked out for the several departments and agencies under the direction of the Personnel Board. In the cases of Nurses and the Library Staff, the Personnel Board may establish a vacation program in accordance with the general custom of such professional groups. —

ARTICLE V-B

HOLIDAYS WITH PAY

SECTION 1. All permanent Town employees shall be allowed the following State Holidays without loss of pay: New Year's Day, Washington's Birthday, Patriot's Day (April 19), Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans' Day, Thanksgiving, and Christmas, provided that nothing herein shall be deemed to excuse a Water Department employee from serving his turn on call or tending pumps as assigned by his supervisor. When one of the foregoing holidays falls on a Sunday, the holiday will be observed on the following Monday. When a holiday falls on Saturday, an employee shall be paid for the number of hours of work regularly scheduled on Saturdays, but no employee shall receive holiday pay for a Saturday who is not regularly scheduled to do Saturday work.

SECTION 2. Full-time Police Department personnel assigned to duty on a holiday shall receive straight time pay for the hours actually worked in addition to their regular pay.

ARTICLE V-C

SICK LEAVE

SECTION 1. Each permanent employee shall accumulate sick leave at the rate of one day a month. Sick leave is for the protection of employees against loss of pay because of illness and shall not be taken into account in figuring termination pay.

SECTION 2. Not more often than twice in any calendar year an employee may be compensated at his regular rate during an absence of not more than three consecutive working days if, but only if, the employing agency is satisfied that the absence was caused by the employee's illness. Sick leave with pay will be allowed more often than twice each year and for more than three consecutive working days only upon submission of a doctor's certificate satisfactory to the employing agency, which certificate shall be filed with the Town Accountant.

ARTICLE VI

EMERGENCY WORK

SECTION 1. An hourly rated employee (other than a police or fire department call man) required to work between 7:00 P. M. and 7:00 A. M. or between 6:00 P. M. Saturday and 7:00 A. M. Monday, or between 7:00 A. M. and 7:00 P. M. on any regularly listed holiday, because of an emergency outside his regular working hours, shall be paid time and one-half for emergency overtime.

ARTICLE VII

GRIEVANCE PROCEDURE

SECTION 1. Any employee who feels aggrieved by the administration of any provision of this Plan may take the matter up with his immediate supervisor.

SECTION 2. If the matter is not cleared up following a discussion with the immediate supervisor, the employee may submit his complaint to the employing agency in writing, which shall then give the employee an informal hearing and attempt to reach a mutually satisfactory adjustment.

SECTION 3. If the matter is not satisfactorily settled within two weeks after a written complaint is made, either party may submit the question to the Personnel Board. The Personnel Board shall take the matter under advisement, may hold a public or private hearing and shall render a final and binding decision within thirty days.

ARTICLE VIII

EXEMPTIONS

SECTION 1. No provision of this Plan shall apply to the official duties of any elected Town Officer, to any employee of the School Committee, unless brought under the Plan by the Personnel Board upon request of the School Committee, nor to any of the following work or positions while performed on a part-time basis:

Secretary to Selectmen
Registrars--Clerical Work
Cemetery Department--Clerk
Park Department--Clerical
Highway Department--Clerk
Planning Board--Clerical assistance
Fire Station--Janitors
Town Hall--Janitor
Library--Janitors
Election Wardens
Election Officers and Tellers
Registrars--Listing
Milk Inspection
Inspector of Animals
Veterans' Agent



WAYLAND FREE PUBLIC LIBRARY

WAYLAND, MASSACHUSETTS

6/6/62

Qualifications and Duties of Library Personnel

Librarian: Training: B.A. and B.S. or M.S. in Library Science.
Requirement At least 5 years experience in public library work, with some experience in an administrative position.

Duties: To administer the library and its branch under the Board of Trustees. To hire, train and direct all personnel. To select and purchase books, library materials and supplies. To keep records for the library, compile reports and statistics, prepare and release all library publicity.

Assistant Librarian:

Training: B.A., B.S. ~~or M.S.~~ in Library Science, or at least two years experience in public library work.

Duties: All activities which may be required by the librarian. To be in charge of the library when the librarian is absent.

Children's Librarian:

Training: B.A., B.S. ~~or M.S.~~ in L.S., or at least two years experience in work with children.

Duties: To be in charge of the Children's Room. To select books, direct assistants and pages, carry out a school program, conduct story hours.

Sources: Minimum requirements for librarians in libraries applying for state aid, Massachusetts Division of Library Extension. Handbook for library trustees. Winsor.

M. R. F.

March 29, 1956

Mr. Isidora Resquetes
c/o Mrs. Newton Harris
Sudbury Road
Wayland, Massachusetts

Dear Mr. Resquetes:

The Trustees have decided that they wish to make other arrangements for the janitorial duties at the Library; and therefore, will not require your services after the first of May.

We wish to thank you for your past favors.

Very truly yours,

Hugh F. Colliton, Jr.
For the Trustees

HFC:jcm

cc: Mrs. Charles Morgan
Main Street
Wayland, Massachusetts

